



HR / Payroll Specialist

Join an energetic, entrepreneurial-minded law firm in Hamilton. We offer a friendly, diverse and go-ahead workplace. We are a supportive environment where you can maintain your individuality while at the same time becoming part of a strong team of lawyers and experienced support staff.

We see ourselves as leaders in what we do in the Region, and we want to attract the best talent for our Firm.

SimpsonWigle LAW LLP is currently seeking to hire a full time **HR / Payroll Specialist** working out of our Hamilton office.

What we offer:

- Competitive compensation, commensurate with experience
- Group Benefits and RRSP program eligibility
- Hybrid work opportunities
- A supportive, professional work environment

The successful candidate will:

- Process biweekly payroll using Ceridian while adhering to all legislative requirements. This includes time-tracking, input, balancing and reporting as required.
- Ensure accurate and timely tracking of employee time such as vacation time, sick time, overtime, etc.
- Accurately complete year-end HR and payroll reporting duties.
- Administer and manage the group RRSP and Benefits plans.
- Manage and administer long-term absences.
- Conduct full cycle recruitment and selection support as required.
- Support managers with employee relations.
- Administer and execute various human resources and related programs such as new hire orientation, exit interviews, health and safety, etc.
- Support employees and managers with day-to-day questions about company policies, payroll, benefits, employee records, and all other related functions.
- Other similar duties as required.



SimpsonWigle
LAW LLP

Required experience/qualifications:

- Minimum college graduate from a human resources and/or payroll related program.
- Minimum 5 years full cycle payroll processing experience, group benefits/RRSP program oversight, and human resource generalist experience required.
- Payroll designation complete or in progress preferred.
- Previous experience with Ceridian payroll is preferred.
- Excellent computer skills in a Microsoft environment required (including Excel).
- Thorough knowledge of all relevant payroll and tax related legislation required.
- Thorough understanding of privacy legislation and able to maintain a high level of confidentiality / working knowledge of all other basic employment related legislation required.
- Able to effectively communicate in a positive and professional manner (written and verbal).
- High level of accuracy and strong attention to detail.

We are an equal opportunity employer:

SimpsonWigle LAW LLP values diversity and strives to create an inclusive workplace where all individuals feel valued, respected and heard.

We are committed to creating an accessible, barrier free and inclusive workplace in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Please make any requirement you may have for accommodation during the recruitment process known if contacted.

Interested applicants are asked to submit their resume to simpsonwiglecareers@nchr.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.